

27 January 1954

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Subject: Proposed CIA Glossary of Intelligence Terminology

1. In answer to the questions of paragraph 2:

a. I feel that there is a general need for a CIA Glossary of Terminology. However, the glossary should not be limited to intelligence language. Of equal interest to CIA people are the multifarious terms of communications, personnel, finance, services, records management, and other administrative functions, many of which are common only to this Agency.

b. Agency policy.

c. Scope of the present glossary is not adequate as stated above. However, the glossary should contain only those unusual terms which a person cannot readily find in other Agency guides and regulations.

d. The method for revising the glossary appears adequate.

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25 January 1954 (Date)		
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BUILDING		ROOM NO.
REMARKS:  I believe that there is a general need for the Glossary and that it should be used as a matter of Agency policy. I would suggest that the scope of the Glossary be extended to cover administrative subjects however. For instance, there are many terms used in Machine Records and in Records Management which could be included.		
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TRANSMITTAL SLIP		
26 Jan (Date)		
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REMARKS: <i>Answering Questions in par 2.</i> <i>a. Yes. quite definitely!</i> <i>b. - Agency policy.</i> <i>c. Not completely adequate. Administrative subjects and those pertinent to technical aspects of the Records mgmt. Program should be included.</i> <i>d. Yes.</i>		
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28 January 1954 (Date)		
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BUILDING <input type="text"/>	ROOM NO. 130	
REMARKS:  I believe there is a need for such a glossary and that its use should be a matter of agency policy. Administrative terminology should be included either in this glossary or perhaps a separate one.		
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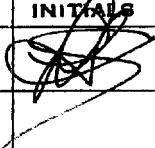

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

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<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: Please let me have your comments  
by Friday, 12 February.

*Suggest adding:*  
1. Form  
2. Sterile Form  
3. Specialty-type form.

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
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<b>Remarks:</b> Please let me have your comments by Friday, 12 February.  							

I am inclined to believe  
that the referenced document  
is an Operational one  
and should not be  
contaminated by the  
inclusion of administrative  
terms. If, however,  
some admin terms are to  
be added, I would suggest  
that only the following  
be included;

Records management  
- Creation  
- Maintenance  
- Disposition